**Minutes of the 2017 Annual Meeting**

**Of The Shareholders of**

**The Wawasee Condominium Homeowners Association**

**Held on June 3rd , 2017**

**The Annual Meeting of the Shareholders of the Wawasee Spinks Condominium Homeowners Association was held in the Commons Area on June 3, 2017 at 9:00 a.m. The meeting was called pursuant to written and e-mail noticed to all members by the President of the Association. \*1. A copy of the notice of the meeting is attached to these minutes and incorporated by reference. All Directors present were as follows: Bill McCabe, Lee Theis, Lisa Hill and Don Ratliff. Steve Brody was unable to attend meeting and waived any defects of notice of their presence, also attending the meeting was Jim Beck.**

**The President of the Association, William (Bill) McCabe, will serve as Chairman of the meeting and introduced new home owners, Paula Schaefer and Mike Baker. Chairmen McCabe called the meeting to order and introduced the Board Members and thanked everyone for coming and hoped this would be a the best Summer ever.**

**Chairman McCabe then requested that everyone present sign the sign-in sheet of the Homeowners Association, together with their name and their unit or unit numbers they are representing. \*2. The names and unit numbers of the person attending the meeting in person or by proxy are attached to these minutes and incorporated by reference. It is now declared there were 14 Homeowners present and those Homeowners represented 17 Units with 3 Homeowners’ proxy votes which represented 5 Units, for a total of 22 Units represented; this is a majority and quorum was established of all the units entitled to vote at this meeting and with that the meeting could proceed with its business. Chairman McCabe then requested that the Agenda be approved for this meeting. \*3. A copy of the Agenda is attached to these minutes and incorporated by reference. Upon motion by Lisa Hill and seconded by Lee Theis the Agenda was unanimously approved.**

**RECORD OF PROCEEDING AND MINUTES:**

**Chairman McCabe designated that he will have the meeting minutes taken, will have the minutes prepare and will keep a record of the meeting minutes along with all of the copies that are attached. It is noted that the original copies of the minutes will be kept in the “WSCA Minute Book” and are available upon request, they are also posted on the Web Site (**[**www.wawaseespink.com**](http://www.wawaseespink.com)**). Steve Brody, Secretary will sign all proceedings and the minutes of this meeting.**

**APPROVAL OF MINUTES:**

**Chairman McCabe called upon Lee Theis, Vice President, to present the report concerning the minutes and proceedings of the year 2016 Fall Semi-Annual Meeting. Mr. Theis reported that copies of the minutes had previously been e-mailed to all the Board of Directors and were posted to the Web Site for all Homeowners to read. Upon motion by Lee Theis and seconded by Lisa Hill the Minutes were unanimously approved.**

**TREASURER’S REPORT:**

**The Chairman requested that the Treasurer report be presented along with the Financial Reports. Don Ratliff, stated that the Wawasee Spink 2017 Treasurer’s Report, the Balance Sheet and Profit and Loss Statements ending April 30, 2017 had been submitted to all Board Members. Mr. Ratliff then discussed various line items of the financial statement. \*4. Copies of the Financial Statements will be incorporated into these minutes and made a part of the same by reference. It was noted that copies of the Financial Statements are always on file and can be obtained with a call to Bill McCabe, President. Mr. Ratliff then ask for these reports to be adopted by the Board of Directors. Mr. Ratliff also reported on the balances that were in the General Fund and the Reserve Account as of this date (June 3, 2017). A delinquency report by Glenda Pachniak was then given, she stated at this time all Homeowners had paid their dues and several had paid the 3rd year of the 5 year assessment plan. At the request of the Board the 3rd year of the 5 year assessment plan will be due each year by June 30th, so with this declaration there being no delinquency in dues or assessments. The financial reports are requested to be approved, upon motion by Lee Theis and second by Lisa Hill, the reports were unanimously approved and the following resolutions was declared,**

**RESOLVED: The financial statements and reports presented at this meeting by the Board of Directors, approved, confirmed and ratified.**

**RESOLVED FURTHER: That a minimum of 10% of the monthly unit assessment shall continue to be allocated to the ‘Capital Reserve’ replacement fund in accordance with the applicable provisions of the Indiana Horizontal (Condominium) Act.**

**RATIFICATION RESOLUTIONS:**

**The Chairman then asked for a motion concerning ratification of certain acts, decisions, expenditures and activities of the Officers of the Association since the last Annual meeting held in the year 2016. Upon motion made by Lee Theis and seconded by Lisa Hill, the following resolution was unanimously approved by all members voting in person or by proxy…**

**RESOLVED: All purchases, contracts, contributions, compensations, acts, decisions, proceedings, elections, expenditures paid or approved, capital improvements made, repairs made and appointments by the Directors and Officers of the Association since August , 2016 and all budget matters approved by the Board for the Annual fiscal year ending December 31, 2016. For the proposed budget matters recommended by the Board and Budget Committee for the year 2017-2018, be, and the same are, hereby accepted, approved and ratified by the members of the Wawasee Spink Condominiums Homeowners Association.**

**BUDGET REPORT:**

**Chairman, McCabe, then asked Don Ratliff, Treasurer to present the budget report. Don had a presentation on his lap-top, projected it on the big screen and also had handouts, so all members could see the information at the same time. \*6. Copies of the Budget Report will be incorporated into these minutes and made a part of the same by reference. Don’s report includes the actual year end totals for 2015 and 2016 and the proposed budgeted numbers for 2017. Don showed that the General Fund account and the Reserve Fund account is in really good shape. Mr. Ratliff then explained that the Budget included several items that must be done this Summer, they are as follows: Replacing Main In-Gate Closer, Lakeside 2nd & 3rd level window washing, Recoat and do minor repairs on Asphalt around garages, Level out the Landscaping. Don also suggested that dues should be raised due to inflation over the last couple of years and also several service agreements are coming up for renewal at the end of the year. The Budget Committee has recommended an increase in Dues of $100.00 per quarter stating with the 1st quarter of 2018 (January, February, and March, 2018).**

**Upon conclusion of all discussions on Budget matters, the proposed 2016-2017 Budget and upon motion by Lisa Hill and seconded by Lee Theis the following resolutions were unanimously approved:**

**RESOLVED: That the members of the Wawasee Spink Homeowner Association approve, accept and ratified, the budget for the 2017-2018 season but it is subject to further modifications or adjustments by the Board of Directors of the Association in accordance**

**FURTHER RESOLVED: The Board approved the increase in Dues by $100.00 per quarter, starting the 1st quarter of 2018.**

**DISCUSSION OF PENDING MATTERS:**

**Property Management Report:**

**Chairman McCabe then asked Jim Beck to incorporate his report with the Old Business report, his report is as follows. These are the recommendations for certain improvements, maintenance items and repairs for the Boards consideration for the year 2017-2018:**

1. **Window Washing: Jim stated he has FINALLY found one service who will bid on the job of washing the upper two levels of lakeside windows (outside only). This is being planned for early this Summer-the Association will pay for this service, it has been incorporated in the budget.**
2. **Tree Removal: 53 trees have been removed to date there are 12 trees left to be removed. Hopefully these trees will be cut down early 2018.**
3. **Pool Leak: Jim stated that the pool leaks have been repaired and is now leak free. The pump lines have been replaced and the pool refinished. Logo was added to the bottom of the pool. Everyone agreed the pool looks better than ever.**
4. **All the courtyards have been cleaned-up and graded, water issues have been addressed.**
5. **Seawall: the Seawall and sidewalk replacement was completed in the Fall of 2016. Several Homeowners were concerned about the discoloration of the concrete. Jim stated this might have happened when the concrete was cut and the dust settled in the concrete while it was wet. The Homeowners were asking Jim to send a letter to Ousley (company that did the Seawall), stating they may have caused the discoloration. Jim stated that he has tried power washing the Seawall but has not been able to get the discoloration out of the concrete, he will see if he can get another company to look at this problem and see if they have a solution.**
6. **Garage Trim: 16 Doors have been completed, the remaining 16 doors will be done in the Fall of 2017.**
7. **Grounds: Plant beds along the walking trail have been completed. The entrance areas, along with the garden area and the parking lot area have been enhanced. \*\*\*\*\*The Board thanked Jim and his wife Donna for the great condition of the grounds and building are in.\*\*\*\*\*\***
8. **Well Water: the well water was tested in April, 2017, the results came back negative for total coliform bacteria and e.coli bacteria.**
9. **Fence Painting: Jim is currently researching options for painting the perimeter fence.**
10. **Website: Jim will continue to update Website. Minutes will be added to Website as soon as approved by the Board.**

**MATTERS OF NEW BUSINESS FOR DISCUSSION AT THE MEETING:**

**Capital Projects:**

**Chairman McCabe asked Don Ratliff about upcoming Capital Projects.**

1. **Don Ratliff stated at this time there are no new Capital Projects coming up. Don did declare that the Board felt that they did not want the Reserve Account to fall below $300,000.00, so from now on any Capital Project will be looked at very carefully before going forward.**

**Code Changes:**

**Chairman McCabe stated that Lisa Hill would like to speak to the Homeowners.**

1. **Lisa Hill stated that this is now her full time home as it is with several other Homeowners, she stated that with some of the remodeling projects that went on this Winter all of the contractors had the Code to the front door and this made her uncomfortable. She asked that the code for the front door be changed. She suggested going straight down the key pad (2580). Lisa said the front gate code did not have to change. All Homeowners agreed this was a good idea. Chairman McCabe made a motion to change the front door code in September, 2017 and this was seconded by Lee Theis and unanimously approved by all the Homeowners for the following resolutions:**

**RESOLVED: That the members of the Wawasee Spink Homeowner Association approved changing the Front Door Code after the Semi-Annual Meeting in September.**

**Future Pool Plan:**

**Chairman McCabe then stated that Jim Cox would like to discuss a project to the Homeowners:**

1. **Jim Cox stated that he would like to submit ideas to the Board at the fall meeting concerning beautifying the swimming pool area and the front entrance, the cost would all be donated by Jim and a few other Homeowners and would there would be no charge to the Association. Jim also suggested that he would like to check into what it would take to have music playing in the hallways.**

**COMMITTEE REPORTS:**

***Social Committee Report:***

1. **June Miller reported on the activities that were going to take place this Summer. June reported that Thirsty Thursdays will again be back this Summer, she reminded everyone this starts at 6:00 p.m. each Thursday (if raining will meet in the Commons Room) please BYOB and an appetizer to share.**
2. **The Ice Cream Social will change this year and will be after the start of the Flotilla which is Sunday, July 2nd, this will still be held in the Commons area and is for all Homeowners Families and Guest.**
3. **Just a reminder about the 4th of July, there are NO fireworks of any kind are permitted on the Wawasee Spinks Property.**
4. **The Flotilla Parade this year will be on Sunday, July 2nd, and will start at noon, going counter clock wise, please show your support for the Flotilla by coming out on the front pier, this year’s theme is Disney on Wawasee.**
5. **June stated that the Spinks Progressive Dinner will be held August 19th , appetizers will again be served on Sunset Hill, dinner to follow, June will send out further information as time gets closer.**
6. **Philharmonic is Sunday evening at Oakwood.**
7. **Church Services every Sunday.**

***Grounds/Beautification:* Jim Beck is continuing to keep-up all the landscaping, has planted flowers and have added containers to the entrance with flowers.**

***Piers:* Don Ratliff reported on the Piers, stating that half is painted at South End and half should be done soon. There has been some monies budgeted to do repairs.**

***Insurance:* Steve Brody reported to Chairman McCabe that he will give an update on the insurance at the Semi Annual Meeting in September.**

***Rules:* Lee Theis stated that this year the rules will all stay the same but wanted to again remind everyone that all pets must be on a lease, all urination and feces deposits should be only on the grass beyond the parking lot and pet owners MUST pick up droppings’.**

***Website Update:* Jim Beck will continue to update the Website, he is going to add some pictures and update the pier spaces. Jim would like everyone to please read and follow the instructions when operating the TV and other electronic devices in the Commons Area. These instruction are next to the remote which is in the drawer.**

**UPDATE OF UNITS FOR SALE/PENDING:**

**Chairman McCabe reported that there are three condos listed for sale: Stickley-Unit 208 for $499,000.00, Miller-Unit 209 for $435,000, Miller-Unit 111/112 for $745,000.00. There will be three open houses, 2nd Sunday in June, July and August.**

**ELECTION OF BOARD OF DIRECTORS:**

**Chairman of the Board Bill McCabe indicated the next order of business is the election of Officers. The membership shall elect five (5) Homeowners who will serve as directors of the Association for the forthcoming year, or until their successors can be duly qualified. It was noted that the Bylaws of the Homeowners Association states, to qualify as a director, one must be title holder of a Unit and only (1) owner, per Unit can serve on the Board at any one time.**

**Vice President, Lee Their then stated Homeowners are entitled to vote and according to the Bylaws must be title holder of Unit and only one vote per unit. Chairman Bill McCabe listed the nominations as Steve Brody, Lisa Hill, Bill McCabe, Don Ratliff and Lee Theis. Members present in person or by proxy are entitled to vote for the Directors. Chairman McCabe stated that there were no other nominations except for the present Board. He asked each Board Member if they were willing to serve the coming year. All agreed to serve the upcoming year or until their successor can be elected and duly qualified.**

**\*The following were elected for the 2017-2018 Board of Directors: William (Bill) McCabe, Leon (Lee) Theis, Steve Brody, Don Ratliff and Lisa Hill, these individuals will serve as Board Members of the Wawasee Spink Condominium Homeowners Associations to serve until the Annual Meeting in the year 2018, or until their successors can be elected and duly qualified. Vice President Lee Theis moved that the nominees were elected and would service a one year term, this was seconded by Wilma Cox: the vote was unanimously approved by all members present voting in person.**

**Chairman McCabe then stated that the Board of Directors will meet immediately following the closing of this meeting.**

**GENERAL BUSINESS MATERS:**

**General business matters were discussed:**

1. **These Minutes are available on the Web Site: just click on Minutes in the headings across on the top of the page. The Web Site can be found at www.wawaseespinks.com.**
2. **Bylaws: It was noted that if anyone would like to review the Bylaws, copies are available by calling Bill McCabe or by visiting the Website.**
3. **Unit Owners Responsibility Per Bylaws: included by not limited to all partitions and interior walls, ceilings and floors, garbage disposals, dishwashers, stove, ranges, refrigerators, telephones, air conditioning and heating equipment-weather located wholly or partially inside or outside condominium unit, doors, screens and window-including exterior and interior of all glass and screen surfaces, lamps and interior and exterior grouting and /or caulking and all other accessories appurtenant to the Condominium unit or belonging to the owner thereof. (this is taken form Article 5.07)**
4. **All Extra Boat Slips for $300.00 and all PWC Spaces for $100.00 per season. Note: the first Boat Slip comes with your Condo and is Free.**
5. **In case of an emergency with or in the elevators please remember to first call Jim Beck, his cell phone number is: 574-457-6403. (Kone-260-484-9585)**
6. **This is a reminder; please keep your vehicle locked at all times and keep an eye out for intruders. The vigilant eye for intruders is easier said than done, especially this time of the year with so many visitors but we need to make sure we aren’t an easy target with unlocked cars.**
7. **If at all possible, June Miller is asking everyone please recycle what they can.**

**OTHER MATTERS:**

**Chairman Bill McCabe announced that Glenda Pachniak will no longer have the duties of Bookkeeper for the Wawasee Spink Condominiums. The Association has hired Jiff Link of Link Accounting in North Webster.**

**Glenda enjoyed her time with the Condos and as a farewell gift the Board gave her a $100.00 gift certificate which was selected by Lisa Hill and a ‘thank you’ for her many years of service.**

**SETTING OF FUTURE MEETING:**

**By unanimous consent of all members present; for the setting of the fall meeting for the Semi-Annual Homeowners Meeting of the Members and the Semi-Annual Homeowners Meeting of the Board of Directors.**

**The Fall Meeting will be held Saturday, Saturday, September 9th, 2017 starting at 9:00 a.m. in the Commons Area. Information and notices will be sent for this meeting. A motion made by Lee Theis, seconded by Don Ratliff and unanimously approved by the Board and Homeowners to accept this date for the Semi-Annual meeting.**

**ADJOURNMENT OF MEETING:**

**There being no further business to come before the Board this meeting was unanimously adjourned, sine die, at 10:02 a.m.**

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Steve Brody, Secretary of the Board of Directors**

**Wawasee Spink Condominiums Homeowners Association**

**ALL DUES ARE TO BE SENT TO:**

**WSCA**

**C/O LINK ACCOUNTING**

**P.O. BOX 295**

**NORTH WEBSTER, IN 46555**

**Minutes of the 2017 Annual Meeting Of The**

**Board of Directors of the Wawasee Condominium Homeowners Association**

**Held on June 3rd, 2017**

**The Annual Meeting of the Board of Directors of the Wawasee Spinks Condominium Homeowners Association was held in the Commons Area on June 3rd, 2017 at 10:03 a.m. The meeting was called in accordance with the Bylaws and further pursuant to notice given to each Board Member prior to the meeting. All Directors were present, except for Steve Brody and in person and waived any defects of notice of their presence.**

**William (Bill) McCabe, will serve as Chairman of the meeting and present in person and waive any defects of notice by their presence were Lee Theis, Don Ratliff and Lisa Hill.**

**It was noted for the record that any of the Condominium Homeowners could stay, but could only observe the meeting as interested members. It was noted for the record that the meeting minutes will be taken and will be prepared and a copy of the meeting minutes along with all the attachments will be kept in the record book. Chairman McCabe also requested that the Agenda be approved for this meeting. \*1. A copy of Agenda is attached to these minutes and incorporated by reference. Upon motion by Lee Theis and seconded by Don Ratliff the Agenda was unanimously approved.**

***RECORD OF PROCEEDING AND MINUTES:***

**Chairman McCabe asked Lee Theis to report on the minutes of the meeting of the Board of Directors from the last meeting. These minutes had been previously distributed to the Board Members. The Chairman asked if there were any corrections, additions, or deletions in regard to these minutes. There being none and upon motion made by Lisa Hill and seconded by Lee Theis, the Board unanimously accepted and declared the minutes for the meeting approved, ratified and confirmed.**

***TREASURER’S REPORT:***

**Chairman, Bill McCabe requested Don Ratliff present the financial reports. Don Ratliff stated that the financial reports were presented, approved, confirmed and ratified at the Annual Meeting of the Homeowners. The Board Members agreed with Don Ratliff and confirmed that the financial reports were approved.**

***ELECTION OF OFFICERS:***

**Chairman, McCabe stated that the next order of business is to elect the officers for the forthcoming year or until their successors could be duly qualified. Chairman Bill McCabe nominated the following persons to serve as officers for the forthcoming year or until their successors could be duly qualified and elected: For President William (Bill) McCabe, Vice President Leon (Lee) Theis, Treasurer Don Ratliff, and Secretary Steve Brody. Chairman, McCabe requested a vote to elect the persons so nominated. Board members voted unanimously in favor of the person nominated to serve in their respected offices and the Chairman then declared that the officers so elected would serve for the forthcoming year or until their successors could be duly elected and qualified. Chairman, Theis declared that the officers for the forthcoming year, as duly elected are: President: William (Bill) McCabe, Vice President: Leon (Lee) Theis and Treasurer: Don Ratliff and Secretary: Steve Brody. Chairman, Bill McCabe then declared that Lisa Hill will serve as Board Member and the new officers would commence their duties immediately.**

***RATIFICATION OF ANNUAL MEMBERSHIP MEETING MATTERS*:**

**Chairman, McCabe noted that the Board members were present at the Annual Meeting of the Homeowners Associations. Therefore it would not be necessary to repeat or duplicate matters discussed at the meeting other than formal approval by the Board for the Budget, Capital Expenditures and Capital Replacement Reserves. After discussion and upon motion by Lee Theis and seconded by Lisa Hill the following resolutions were unanimously approved.**

**RESOLVED: That the Board of Directors ratify the actions, resolutions, approvals, elections and all other matters that occurred at the Annual Homeowners Meeting which was held just prior to this Annual Meeting of the Board of Directors.**

**BE IT FURTHER RESOLVED: That the Board will continue to follow through with recommendations and suggestions discussed at the Annual Homeowners Meeting.**

***BUDGET APPROVAL:***

**Treasurer Don Ratliff, who heads the Budget Committee, proposed budget for the 2017-2018 year be approved. After the all discussions were completed and upon a motion by Lee Theis and seconded by Lisa Hill the following resolutions were unanimously approved by the Board Members:**

**RESOLVED: That the proposed 2017-2018 budget as submitted and discussed at the Annual Homeowners Meeting is approved, ratified and confirmed and the proposed budget will be incorporated into the minutes, by reference, of the Annual Homeowners Minutes.**

**BE IT FURTHER RESOLVED: That the budget report as submitted by the Budget Committee for the proposed income and expenditure items for the year 2017-2018 are approved, ratified and confirmed, subject to amendment or adjustment as may be required at a later meeting of the Board of Directors.**

**BE IT FURTHER RESOLVED: That 10% of the association membership dues shall be set aside and reserved for the capital expenditures in accordance with the appropriated provisions of the Indiana Horizontal Property Act (Condominium Law).**

***RATIFICATION RESOLUTIONS*:**

**Chairman, McCabe then asked for a motion concerning ratification of certain acts, decisions, expenditures and activities of the officers of the Associations since the last annual meeting held on June, 2016 through June 2017. Upon motion by Lee Theis and seconded by Lisa Hill, all members voting in person unanimously approved the following resolution.**

 **RESOLVED: That all purchased, contracts, contributions, compensations, acts, decision, proceedings, elections, expenditures paid or approved, capital improvements made, repairs made and appointments by the Directors and Officers of the Associations from June, 2016 through June, 2017. All budget matters were approved by the Board for the annual fiscal year. For the proposed budget matter recommended by the Board and Budget committee for the year 2017-2018, be the same are, hereby accepted, ratifies and approved by the members of the Wawasee Spink Condominiums Board of Directors.**

***COMMITTEE APOINTMENTS*:**

**Chairman, McCabe suggested that the following committee appointments be made. Upon a motion by Lee Theis and seconded by Lisa Hill all members voting in person unanimously approved the committee appointments:**

1. **Budget: Chairman: Don Ratliff, Steve Brody, Lee Theis and Bill McCabe**
2. **Insurance: Chairman: Steve Brody, Lee Theis and Jim Cox**
3. **Social: Chairman: June Miller, Wilma Cox, Donna McCabe, Theresa Farber and June Miller**
4. **Building/Pier: Chairman: Don Ratliff, Steve Brody, Jim Beck, Kim Stickley and Lee Theis**
5. **Grounds: Chairman: Jim Beck, Donna McCabe, June Miller and Sue Theis**
6. **Rules: Chairman: Lee Theis and Don Ratliff**

**SETTING OF FALL DIRECTORS SEMI-ANNUAL MEETING AND OTHER DIRECTORS MEETING:**

**The Board Members agreed that they will meet from time to time on an informal basis or by phone conference as needed. The Board then unanimously set the 2017 Semi-Annual Meeting of the Board of Directors to be held on September 9, 2017, following the Homeowners Meeting, in the commons area. It was noted that members of the Association are entitled to attend the Board meeting as interested members.**

**CONCLUDING BUSINESS MATTERS:**

**Chairman/President McCabe asked if there were any other matters of business to come before the board. There being none the same was unanimously adjourned, sine die, at 10:15 a.m.**

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**Steve Brody, Secretary of the Board of Directors**

**Wawasee Spinks Condominiums Homeowners Association**